



The below notes contain critical information to support this decision tree, however for a full overview of all information related to coronavirus, see our [People Anytime pages](#) or [the latest Government Advice](#).

### Note 1 – Underlying Health Conditions

- chronic (long-term) respiratory diseases, such as [asthma](#), [chronic obstructive pulmonary disease \(COPD\)](#), emphysema or [bronchitis](#)
- chronic heart disease, such as [heart failure](#)
- [chronic kidney disease](#)
- chronic liver disease, such as [hepatitis](#)
- chronic neurological conditions, such as [Parkinson’s disease](#), [motor neurone disease](#), [multiple sclerosis \(MS\)](#), a learning disability or cerebral palsy
- [diabetes](#)
- problems with your spleen – for example, [sickle cell](#) disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as [HIV and AIDS](#), or medicines such as [steroid tablets](#) or [chemotherapy](#)
- being seriously overweight (a BMI of 40 or above)
- People who have received an organ transplant and remain on ongoing immunosuppression medication
- People with cancer who are undergoing active chemotherapy or radiotherapy
- People with cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment
- People with severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets)
- People with severe diseases of body systems, such as severe kidney disease (dialysis)

See [the Government guidance on protecting older people and vulnerable adults](#) for the most up to date list

### Note 2 – Symptoms & Guidance for Households

- See latest [Government Guidelines](#)

### Note 3 – Social Distancing/Shielding

Employees that fall into the categories where especially stringent social distancing is advised are:

- Those aged 70 or over;
- Those aged under 70, with an underlying health condition (Note 1); and
- Those that are pregnant.

For Shielding information please see the Government’s [Guidance on shielding and protecting extremely vulnerable persons from Covid-19](#)

#### Note 4 – What are Critical Services

- If you are unsure whether your role is linked to an identified critical service, you can find the [current list of critical services here](#) .
- Please note that this list is under continual review and may be subject to change, it identifies critical services for the COVID-19 response as well as for the continued running of the organisation to support such a response, other services will continue to be delivered but there may need to be prioritisation or the standing down of non critical services that cannot be delivered from home
- Employees whose role does not support services identified as critical can complete a [Willingness to complete alternative duties](#) form

#### Note 5 – Delivery of Critical Services

- Be aware that roles may change and this may mean working from an alternative location.
- All open ACC establishments will be appropriately cleaned and maintained for the delivery of critical services.
- Ensure social distancing guidelines are adhered to at all times.

#### Note 6 – Working From Home

We would ask managers to agree with individual employees how and if they can continue to contribute ,whilst balancing employee health, wellbeing and other pressures at this challenging time, and in ways that may need to be flexible and may be different to “normal” working. If pressures such as childcare requirements cannot be reasonably balanced, explore with staff options around use of paid special leave (additional provision [found here](#)), unpaid leave or annual leave.

#### Note 7 - Recording on CoreHR

Leave Type	Reason	Description
Sick Leave – COVID	COVID – Symptoms	To be used <b>only</b> where an individual has symptoms and is unable to work due to COVID-19
COVID – Work from Home/Alt Work	COVID – Self Isolation (1) COVID – Caring Responsibilities (2) COVID – Underlying Medical Condition (3) COVID – Alternative to normal work (4)	To be used where an individual <b>is able</b> to undertake work from home or in an alternative way but is impacted by COVID-19
Special Leave (Paid)	COVID – Self Isolation COVID – Underlying Medical Condition COVID – Caring Responsibilities	To be used where an individual <b>is unable</b> to work from home or in an alternative way but is impacted by COVID-19